

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)
FROM : Chief, Orientation and Briefing Division
SUBJECT: Report for Week 15-21 January 1953

DATE: 22 January 1953

I. INDOCTRINATION

- 1) As mentioned last week, no Indoctrination Course was conducted on Monday, 19 January, since it was anticipated that this day would be a holiday prior to the Inauguration.
- 2) Necessary changes are being made on our visual aids so that when our Indoctrination Program is staged next Monday, 26 January, it will be in keeping with the change of administration. Also at the program next Monday, we expect to have Mr. Charles T. Skow of the Department of State, who was to have attended a few weeks ago but because of illness requested that we postpone his being with us.

II. ORIENTATION

- 1) [] and three of the men from his office came to listen to [] presentation at the Seventh Course, with the idea of improving or altering certain parts.
- 2) Colonel Sheffield Edwards has some personal reluctance about stepping into the Orientation Course to replace Bob []. Furthermore, he does not relish appearing before large audiences. However, he promised to give us a definite decision momentarily.
- 3) Captain Kenneth C. Hurd of the Department of the Navy is cooperating splendidly in sending over the biographical and other material for the presentation to be made by Rear Admiral Carl F. Espe, Director of Naval Intelligence.

III. PRESENTATIONS

- 1) [], Auditor-in-Chief, worked very closely with this Division in the development of his presentation, "Dollars and Sense." He himself has been disappointed in his method of presentation which he said was too draggy and slow.

JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 48 NO CHANGE
IN CLASS/K/DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. Z2
NEXT REV DATE 29 REV DATE 29/11/57 REVIEW
NO. PGS 2 CREATION DATE [] ORG COMP [] AUTH: []
REV CLASS C REV COORD. [] ORG CLASS C

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2) Have spoken with both [redacted] (Chief, General Services) and Mr. Edward R. Saunders (Comptroller) regarding the preparation of their material for 4 and 18 February respectively.

IV. SPECIAL

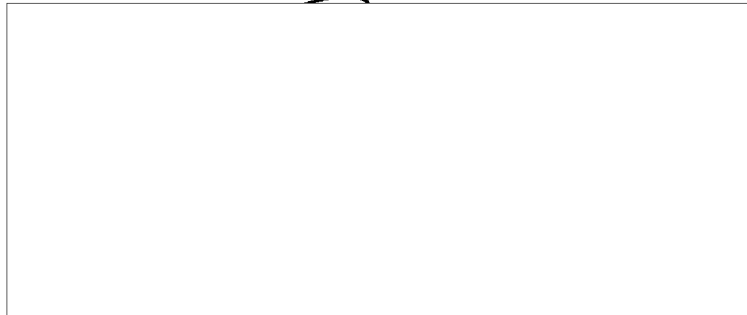
1) The Chief, Orientation and Briefing Division, addressed approximately 450 officers of The Armored School at Fort Knox, Kentucky, on Friday, 16 February.

2) This Division followed through on details for the presentations to be made at the Strategic Intelligence School for their 24th course. After final clearance with one more speaker, the customary letter will be drafted for the Director of Training, sending the formal list to Colonel Lewis E. Perry, Assistant Commandant of the Strategic Intelligence School.

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3) A VIP program will be conducted on Tuesday, 10 February, for five or six key consultants who are to work with both Personnel and [redacted]

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lcc: Chief, Plans and Policy Staff, OTR

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